



ROBERT BENTLEY
GOVERNOR

STATE OF ALABAMA
DEPARTMENT OF MENTAL HEALTH
RSA UNION BUILDING
100 NORTH UNION STREET
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MONTGOMERY, ALABAMA 36130-1410
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JIM REDDOCH, J.D.
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION
EQUAL OPPORTUNITY EMPLOYER**

JOB TITLE: Accounting Assistant I **NUMBER:** 13-24

JOB CODE: K1000 **DATE:** 05/31/2013

SALARY RANGE: 57 (\$24,595.20 - \$36,489.60) **PCQ#:** 8813359

JOB LOCATION: Department of Mental Health
RSA Union Building
100 North Union Street
Montgomery, AL 36130-1410

QUALIFICATIONS: Graduation from a standard senior high school, plus some experience (12 months or more) in responsible clerical accounting work. *Preference may be given to individuals with experience in the area of purchasing to include the use of the automated State Network for Automated Procurement (SNAP).*

KIND OF WORK: This is responsible clerical accounting work in the Department of Mental Health's (ADMH) Purchasing Division. The successful candidate will be responsible for serving as the liaison between State Purchasing and the ADMH. Work involves creating and maintaining contract files, receiving and disseminating reports, maintaining receipts, cost records, requisitions and verifying codes as well as re-procurement dates. Duties include corresponding with various vendors regarding contract changes, extensions and deadlines, sorting mail, copying contracts, inputting solicitations and awards into the state purchasing system, and offering technical assistance to various facility and central office personnel as problems arise. Additional duties include serving as back up to the ADMH Buyer.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of basic Accounting principles. Knowledge of billing practices and generating payment vouchers. Ability to operate general office equipment such as: calculators, computers, internet resources and various software application packages. Ability to reconcile purchase requisitions and purchase orders. Ability to prepare data; create, maintain and disseminate reports. Ability to work under pressure and meet strict deadlines. Ability to perform and coordinate multiple tasks at one time. Ability to communicate effectively both orally and in writing. Ability to interact in a professional manner with Alabama Department of Mental Health staff, auditors, vendors, and the general public.

METHOD OF SELECTION: Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to duties and minimum qualifications as mentioned above. All relevant information is subject to verification. Drug screenings and security clearance will be conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with clients.

HOW TO APPLY: Use an official application for Professional Employment (Exempt Classification) which may be obtained from this office, other Department of Mental Health Facility Personnel Offices, or visit our website at www.mh.alabama.gov. **Only work experience detailed on the application will be considered.** Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application. Applications should be returned to Human Resource Management, Department of Mental Health, P.O. Box 301410, Montgomery, Alabama 36130-1410 or RSA Union Building, 100 North Union Street, Montgomery, Alabama 36104. Copies of License/Certifications should be forwarded with your application. An official copy of academic transcripts is required and must be forwarded by the school, college, or university to the personnel office at the above address.

DEADLINE: Until Filled